

REQUEST FOR RECORDS RETENTION SCHEDULE To be submitted to the Records Management Division Hall of Records Commission

SCHEDULE
NO. **C-381**PAGE
NO. **1**

1. Requesting Agency **BALTIMORE COUNTY**
OFFICE OF FINANCE

2. Division or Bureau of Requesting Agency
GENERAL ACCOUNTING - HOSPITAL PAYMENTS

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1 CHRONIC AND MENTAL HOSPITAL FILES - ADMISSION NOTICES AND CORRESPONDENCE

DATES: 1964 to present
QUANTITY: 6 cubic feet
SIZE: 8 1/2 x 11 folders

PATIENT CASE FOLDERS:

The County was responsible for verifying the residency from Admission Notices on County residents admitted to State mental and chronic disease hospitals, and for certifying financial assistance for those residents.

Under legislation enacted in 1971, and effective July 1, 1971 the State assumes all responsibility for hospital costs for both mental and chronic disease cases of the indigent treated in State hospitals. The County is only responsible for the charges of physicians who examine the patients for committment.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

Approved for Baltimore County:

Walter R. Richardson
Director, Office of Finance

John F. Jones
County Administrative Officer

7. Agency, Division or Bureau Representative

Frank R. Thornton
Signature

Records Management Officer
Title

January 18, 1972
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3-1-72
Date

Marvin L. Radell
Archivist

3/13/72
Date

Richard H. Stedman
Secretary